

FEE: \$80

NON-REFUNDABLE

Payable to:
Maine Real Estate Commission

REAL ESTATE AGENCY LICENSE APPLICATION

DEPARTMENT OF PROFESSIONAL & FINANCIAL REGULATION
OFFICE OF LICENSING & REGISTRATION

MAILING ADDRESS:

MAINE REAL ESTATE COMMISSION

35 STATE HOUSE STATION, AUGUSTA ME 04333-0035

PH 207 624-8518 FAX 207 624-8637 HEARING IMPAIRED 207 624-8563

INTERNET WWW.MAINEPROFESSIONALREG.ORG

FOR MREC OFFICE USE ONLY

CHECK NO. _____

AMT. _____

CASH NO. _____

APPRVL DATE _____

LIC NO. _____

LIC TERM _____

INSTRUCTIONS *Read all instructions and follow directions carefully. Incomplete applications will be returned.*

- **ALL APPLICANTS** must
 - Complete this application in full. Enter N/A in sections not applicable; all sections **MUST** be completed.
 - Submit a separate 8 1/2 " x 11" sheet listing the name, home address and office held for the following agency types:
 - Officers of the Corporation
 - Partners of the Partnership or Limited Partnership
 - Members of the Limited Liability Company or Association
 - Furnish the Federal Employer Identification Number (FEIN) – Individual Proprietors may use Social Security Number – all others must furnish FEIN
 - Open a trust account in a bank located in the State of Maine, pursuant to 32 MRSA §13178
 - Have a fixed and definite place of business, pursuant to 32 MRSA §13173(5)
 - Conspicuously display the agency license in the agency place of business, pursuant to 32 MRSA §13181 (See 32 MRSA, Chapter 114, Subchapter III for other laws relating to agency licenses)
- **CORPORATION, LIMITED LIABILITY COMPANY and LIMITED PARTNERSHIP** must include on this application the file number assigned by the Maine Secretary of State
- **NON-RESIDENT APPLICANTS** must furnish the following in addition to the information requested above:
 - Agency Letter of Certification from the licensing state if the agency is physically located outside the State of Maine
 - Broker Letter of Certification from the state in which the agency is located for the broker who will serve as designated broker (required only if the agency is physically located outside the State of Maine)
 - Irrevocable Consent to Service form (available from the Real Estate Commission)
 - Non-resident corporation, limited liability company or limited partnership **MUST** register with the Maine Secretary of State, Bureau of Corporations as a foreign business entity prior to application for a Maine agency license.
- **MAIL ALL MATERIALS TO ADDRESS ABOVE**

AGENCY LICENSE TYPE (CHECK ONE)

☐ CORPORATION

☐ LIMITED LIABILITY COMPANY

☐ INDIVIDUAL PROPRIETORSHIP

☐ PARTNERSHIP

☐ LIMITED PARTNERSHIP

☐ ASSOCIATION

1. AGENCY LEGAL NAME _____
(If Individual Proprietorship, designated broker's name is legal name of agency)
2. AGENCY TRADE NAME _____
3. DESIGNATED BROKER _____
DESIGNATED BROKER's LICENSE NUMBER _____ EXPIRE DATE ____/____/____
4. AGENCY MAILING ADDRESS STREET or P O BOX _____
CITY _____ STATE _____ ZIP _____
COUNTY _____ PHONE ____/____--____ FAX ____/____--____
EMAIL _____
5. AGENCY PHYSICAL LOCATION STREET or P O BOX _____
CITY _____ STATE _____ ZIP _____
COUNTY _____ PHONE ____/____--____ FAX ____/____--____
6. FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN) _____
7. CORPORATION FILE NUMBER (ASSIGNED BY MAINE SECRETARY OF STATE) _____
8. LTD LIABILITY OR LTD PARTNERSHIP FILE NO. (ASSIGNED BY MAINE SECRETARY OF STATE) _____

OVER →

9. CRIMINAL BACKGROUND DISCLOSURE

Has the applicant agency, appointed designated broker or any of the applicant agency's members, officers or directors ever been convicted by any court of any offense, other than minor traffic violations? ☐ YES ☐ NO

If YES, provide a written statement on a separate sheet with the date and a detailed explanation of the circumstances surrounding each conviction. Submit the statement and a copy of the court judgment(s) with this application.

10. OTHER BUSINESS Is the applicant agency engaged in any business other than real estate brokerage? ☐ YES ☐ NO

If YES, state nature of business:

11. STATEMENT BY OWNER *(Not required for Individual Proprietors – All others must complete)*

I, _____ hereby appoint _____

PRINTED NAME OF AGENCY OWNER OF OTHER AUTHORIZED OFFICIAL PRINTED NAME OF APPOINTED DESIGNATED BROKER
to act as designated broker for the real estate agency applying for licensure by this application.

SIGNATURE OF AGENCY OWNER OR AUTHORIZED OFFICIAL

DATE

12. DESIGNATED BROKER'S SWORN STATEMENT AND SIGNATURE

Appointed Designated Broker: Read the statement below and sign where indicated *in the presence of a notary public* as your testament to the truthfulness of the information provided on this application.

By my signature, I hereby certify that the information provided on this application is true and accurate to the best of my knowledge and belief and that all qualifications necessary for licensure have been met as prescribed by 32 M.R.S.A. Chapter 114.

Designated Broker's Signature _____ Date _____

NOTARY PUBLIC

Please note, applicant MUST sign this application in your presence in order that this notarization be valid.

The above named _____ personally appeared before me and

PRINTED NAME OF DESIGNATED BROKER

being duly sworn according to law deposes and says that the information above set forth is true to the best of his knowledge and belief and that this application is made for the purpose of inducing issuance of the license requested.

Sworn and subscribed to before me at _____ this day of _____, 20____.
CITY OR TOWN

NOTARY PUBLIC SIGNATURE _____ TERM OF COMMISSION _____
NOTARY STAMP OR SEAL (OPTIONAL)

NOTICE

This application is a public record for purposes of the Maine Freedom of Access law, 1 MRSA §401, et.seq. Public records must be made available to any person upon request. This application for licensure is a public record and information supplied as part of the application (other than social security number) is public information. Other licensing records to which this information may later be transferred will also be considered public records. Names, license numbers of mailing addresses listed on or submitted as part of this application will be available to the public and may be posted on our website.